



DEPARTMENT OF THE AIR FORCE
10TH MISSION SUPPORT GROUP
USAF ACADEMY COLORADO

MEMORANDUM FOR: All Approving Officials/Cardholders/Check-Writers 17 June 2003

FROM: 10MSG/LGC

SUBJECT: Corrective Action for Misuse of Government Purchase Cards/Check Writing Privilege


1. I need your help to eliminate misuse of the Government Purchase Card (GPC) and Convenience Checks. Our surveillances and Air Staff reviews have recently identified several instances of misuse. Additionally, based on an investigation of Air Force GPC Programs at several Air Force bases last year by the General Accounting Office (GAO), and the findings of that investigation, DoD and Air Staff are mandating much tighter oversight, internal control and corrective action when misuse of the GPC or check-writing privilege occurs. Misuse violations are such things as split-buys, repeat buys, purchases exceeding the single purchase limit (unless tied to a contract instrument) and fraudulent purchases.

2. Effective immediately, when either Air Staff or the AF Academy GPC Office determines that there has been misuse by a cardholder (CH) or check-writer (CW), the following action will be taken:

- a. For other than a fraudulent purchase, when a first time misuse occurs by a CH/CW, the GPC office will suspend that CH/CW's account pending completion of refresher training by **both** the CH/CW and his/her approving official. **Note:** Suspension of a check-writer account will also result in retrieval of the checks for that account.
- b. Misuse by a CH/CW a second time will result in termination of that CH/CW's account.
- c. Fraudulent purchases will be investigated and dealt with on a case-by-case basis.

Please note that in addition to the above actions, a recent change in AFI 64-117 requires the Chief of the Contracting Office to brief the Installation Commander quarterly on any GPC Program violations that occurred during that period, and what corrective action was taken.

3. The best way to avoid the above actions is to become totally familiar with the guidance in AFI 64-117, and when in doubt, to contact our GPC office staff. Our GPC Office staff is committed to providing timely and accurate guidance in helping account holders with any questions they have or any problems they may encounter. They can be reached at 3-4683.


DOUGLAS G. JONES
Chief, 10th Contracting Division
10th Mission Support Group